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16 December 1955

THE REVISED FITNESS REPORT SYSTEM

1. The attached materials have been approved by the CIA Career Council for publication at an early date. The revised Fitness Report system is being introduced at headquarters as of 1 January 1956 and in the field as soon thereafter as possible.

2. The following materials (in advance copies pending receipt of supplies of published materials) will be used at the Briefing Session on 20 December 1955 (for Operating Officials) and at the seminars in January 1956 (for Administrative and Personnel Officers).

25X1A                   a. Regulation [REDACTED] "Fitness Report"

25X1A                   b. Handbook [REDACTED] "Fitness Report, A guide for completing Fitness Reports (Performance) and (Potential)". Attached to the Handbook is a copy of the revised "Fitness Report" Form 45.

- IMPORTANT NOTE -

At the direction of the Council on 15 December, the following changes will be made:

25X1A                   1. [REDACTED] paragraph 1

Supergrade personnel may be evaluated either in memorandum reports or on the Fitness Report Form.

25X1A                   2. [REDACTED] paragraph 3a(2)

The responsibilities of the Reviewing Official will be clarified along the lines indicated in paragraph 8 of the Handbook [REDACTED]

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